

CITY OF HAYWARD

FACILITIES MANAGER

DEFINITION

To coordinate and supervise the maintenance of all City buildings except for reservoirs and related water, sewage, and storm facilities; and the promotion and operation of City buildings in the City Center Complex.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Deputy Director of Finance.

Responsibilities include direct supervision of the Assistant Facilities Manager-Maintenance and the Assistant Facilities Manager-Operations as well as clerical, technical and maintenance personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Develops and implements goals, objectives, policies, and priorities for the Facilities Management Division.
2. Supervises the promotion, operation and maintenance of all City buildings except for reservoirs and related water, sewage and storm facilities.
3. Supervises the Assistant Facilities Manager - Maintenance and the Assistant Facilities Manager - Operations as well as clerical, technical and maintenance personnel.
4. Works with the Facilities Maintenance and Facilities Operations section heads in preparation, coordination and administration of the Division's operating and capital budgets.
5. Negotiate leases for City use and leases excess space to commercial tenants.
6. Administers contracts for security, janitorial and housekeeping services.
7. Coordinates the purchase, use and repair of the City's telephone system.
8. Advises top management regarding such issues as asbestos hazards and prepares related management plans.
9. Evaluates and initiates requests for installation and/or alteration of telephone and radio communication systems except for Police and Fire facilities.

Facilities Manager (continued)

EXAMPLES OF DUTIES (continued)

10. Conceives and implements promotional programs to secure tenants for selected City-owned buildings.
11. Negotiates and prepares tenant leases and lease renewals, rent schedules, expansion options and alterations.
12. Works with Assistant Facilities Manager-Maintenance and Assistant Facilities Manager-Operations to combine all facilities maintenance and operations and building management services into one budget.
13. Coordinates with other operating divisions regarding improvements, renovations and repairs to City-occupied and tenant areas.
14. Resolves tenant complaints and secures payment of overdue rents.
15. Recommends, arranges for and monitors the performance of contract janitorial and security services for selected City facilities.
16. Evaluates the need for renovations, repair and cleaning of drapes, carpets, and upholstering in all City facilities, and makes necessary arrangements for accomplishing same including conducting bids and monitoring performance.
17. Supervises and controls tenant and employee parking arrangements at selected City facilities.
18. Selects, supervises, trains, and evaluates subordinates.
19. Performs related duties as assigned.

QUALIFICATIONS

- A. Knowledge of public relations, accounting concepts, insurance risks, and legal considerations as they relate to building management, maintenance and operations.
- B. Knowledge of the methods and processes associated with building maintenance and operation.
- C. Knowledge of principles of organizational theory, and budget and personnel management.
- D. Ability to effectively program and supervise the work of subordinate personnel.
- E. Ability to deal effectively with tenants, the general public, outside contractors and other City departments.

Facilities Manager (continued)

QUALIFICATIONS (continued)

- F. Ability to devise and maintain necessary records systems.
- G. Ability to read blueprints, drawings and schematics.
- H. Ability to negotiate leases and program acceptable rent and leasehold improvement costs and schedules.
- I. Ability to communicate clearly and concisely, orally and in writing.
- J. Ability to supervise, train, and evaluate assigned staff.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Five years experience in the general management of a large office building, convention center or similar facility including two years of supervisory experience.

Education

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public or business administration, public relations or a closely related field.

License or Certificate

Possession of a valid class C California driver's license.

PROBATIONARY PERIOD: One Year

758CS92

March 1992

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt

GM/nk